App F IX-4

Previous References

1953-54
(C H)

File No 127-53-
Serial Nos 1, 2

Later References
CM 24-54-5, 6

GENERAL AND REVENUE SECRETARIAT

Serial Nos 2

P28/C

Part B for December 1953

SUBJECT

maintenance of Dairies by the Officers working in the city Municipalities

WD 01425—GPB—25 000—1.9 1952

L 11260-64/Dated 8-12-53

The Commr Bangalore Corpn Chief Officer Mysore
" Chairman, C F T B, Bangalore
" " Mysore
" Commr Mysore city Mdy
" " Davanagere "

Reference of Diaries by Officers working in the City
Municipalities
App F III-2]

eneral and Revenue Secretariat

File No 2355/52 of 1953 54 1

Serial No	
	The important Executive Officers working in the City Municipalities are -- 1 The Commissioner, 2 The Health Officer 3 The Engineer Officer 4 The Revenue Officer and 5 The Octroi Superintendent
	2) The Officers working in the Municipalities are mostly lent from the Departments of Government They were not so far in the habit of maintaining Diaries though the nature of duties performed by them necessitated their maintaining one In the absence of these diaries it has not been possible for the Government to know the work turned out by them
	3) Instructions have been issued recently in Official Memorandum No L 21319-21/CM 04-52-1 dated 10th March 53 that the Revenue Officers and Octroi Superintendents in the City Municipalities should maintain diaries and submit them to the Commissioner for his review
	It is considered necessary that the Commissioner, the Health Officer and the Engineer also maintain a monthly diary to record the day to day work done by them as they would in the parent Departments in accordance with the instructions contained in General Circulars and Standing Orders, a suitable form being prescribed in this behalf to suit their nature of duties The Health Officer and the Municipal Engineer may submit their diaries to the Municipal Commissioner for review who will submit them to Government in the Local Self Government Departments with his remarks thereon The Commissioner, may however,

Special Establishment under Local Fund Audit

Maintenance of diaries by Officers working in the Municipalities

File No 2357/ML of 1953-54 | General and Revenue Secretariat

Serial No

submit his diary (draft) to the Secretary, L S G and Planning Departments The Chairman of the two Trust Boards at Bangalore and Mysore may also similarly maintain Diaries

4) The Commissioner is amenable completely to the control of the Government even under the Mysore City Municipalities Act Hence, there does not appear to be any objection in requiring these officers to maintain diaries.

5) The Chief Secretariat may also be consulted as all these are Gazetted Officers and some of them are drawing a pay more than Rs 500/- per mensem

6) Submitted for orders

Orders 21/7/53 7/7

7) As Head of Department working in the Corpn, it is very necessary that the Health Officer and Revenue Engineer Officer should submit their diaries to the Comr who must review the work once a month and submit a Copy of the review to Govt for info

8) As regards the Comr, he must submit his diary to Govt on or before 5th every month Of-appd, a Suitable form with the prescribed to furnish figures under monthly abstract along with the diary

11/7

Secy (LSG)

9) Find out the practice in Madras and Bombay Corporations

18/7

SECRETARIAT 3006 13 JUL 1953 DEPARTMENT

WD 01404—GPB 40 000—18 10-52

23597/Md 3082/Md

Maintenance of diaries by officers working in City Municipalities, Trust Boards etc.

---

10) Dft letter to the Corpns of Bombay and Madras & put up for approval

Corpns 21/7/53
SDR 21/7

11) Issued
23/7

To

1) The Commissioner of Bombay

2) The Dy Commissioner, Madras Corpn

No L. 5343-44 dt 30.7.53

Calls for clarification

Secy A-3077/53

From

The Commissioner, Madras Corpn

No. GO L Dis C A 10-1544/1953 dt 5.8.53

Furnishes the clarification called for.

12) The Reply from the Bombay Corporation are to be awaited.

Corpns 22/8/53
SDR 22/8

13) Reply from Bombay received today
Dude

3082 V3409 /mc

4

Maintenance of Diaries by Officers of the Municipalities

From

The Commissioner, Bombay Corpn

No MGN/1537 of 53-54 of 22.8.53

Forwarding the information called

for

(a) The procedure in vogue in Madras and Bombay may be ascertained. In Madras the Corporation Engineer the chief executive officer is not expected to maintain a diary of the inspection made by him for the information of any higher authority. Heads of Depts and Assistant officers of the Corporation however do maintain diaries which are submitted to the Commissioner every week

(b) In Bombay also the Commissioner is not required to maintain a diary But the Special Engineer and Health officer maintain diaries showing main items of work done and their outdoor visits, etc.

No Specific Rules are laid down for the submission of diaries and it does under the Executive

Maintenance of diaries by officers of the Municipalities

[App F 111 2

General and Revenue Secretariat

File No 3082-53409 of 1953-54,

WD 02201—GPB—10 000—7 1 53

Serial No	
	Instructions of the Commissioner,
	16) See 65 for orders - Ref para 9 above
	Cle 29/8/53 gm 31/8/53 17) From the above, it is clear that all heads of Dept are maintaining diaries and are submitting them to the Comr for information and review. The same principle may be adopted here. If this is agd, the following officers have to submit diaries.
	Corporation - 1 Corpn Engineer
	2 Corpn Health Officer
	3 Corpn Revenue Officer
A	4 The Subordinate Executive officers who are maintaining diaries in their respective Govt Depts, must submit diaries to the Heads of Depts of 1 2 3 above.
	Mysore city Municipality
	1 Revenue Officer - He is of the Status of Bundobast
	2 Health Officer
	3 Engineer
	4 Others as noted at A above.
	Davangere city - Do -
	Bangalore Instl / Hyson Instl BS - 1 Officers of the Status of Executive Engineers & Asst Engineers
	2 Others as noted at "A" above
	18) With regard to Corps of Blore

NOTE—Contn Sheet

Maintenance of Drains

6

File No 2K 3409/Rc of 19

General and Revenue Secretariat

Serial No

Corps and Mysore & Bangalore Mhes and the Chairmen of Mysore and Bangalore Dist Bds I am of opinion that it is better if they maintain the drains and submit them to Govt for information, as they are except Chairman Mysore Dist Bd best officers of Govt, and their work has to be closely watched. If only they feel that they have to submit a diary to Govt then the very nature of day to day work will change. Now they are free and it is only their good conscience that must dictate them ~~how for they will be able to their duties when~~ If appd ~~Orders~~ on If appd, instructions will be issued for the prompt maintenance of drains by the officers mentioned in Paras 17 and 18

5/9/53

19) Pl draft a Cir

20) Draft Circular is put up for approval.

3/10/53

21) In the Draft Circular now put up, the Appendix "A" is suggested as the model form to be adopted by every one

SECRETARIAT UNION
5723
7 SEP 1953
GOVERNMENT

WD 02201—CPB—10 000—7 1 53

Serial No

and these should be submitted to the Heads of Depts in the Corpn to the Comr, Corpn and in the case of City Hlths, to the Comr and in the case of Trust Hlths, to the Chairman But Appendix A was meant purely for Executive Officers working in the Town Hlths In the Corpn, there are (1) Health Officer (2) Revenue Officer (3) Engineer Officer Subordinate working under them have to perform the duties pertaining to the different departments Therefore the Subordinate Officers of the Health Dept should submit diaries in the forms prescribed in the Dept of P H and Subordinates working under the Revenue Officer should submit diaries in the forms Prescribed in the Rev Dept & Similarly in the case of Asst Engineers

2) Then these Heads of Department should review these diaries & submit the Review to the Comr on or before the 5th every month Dhers is so far as Subordinate Officers are concerned Therefore different forms have to be suggested Pl ascertain from the P W D, Rev & Medical & P H Depts the forms appd for use of Subordinate Officers

Similarly the Heads of Depts should write the diaries in different forms Ascertain these forms from the three Depts noted above

3) The Comrs must maintain in different forms with separate abstract Examine these aspects & get the different forms and Refer to

Consolidated Abstract of Diaries. Concerned Branches Concerned Heads Corporations not available with Secretariat

NOTE—Contn Sheet

Maintenance of Quarters

8 (Cc6687)pd

File No 3409/md of 1953-54

General and Revenue Secretariat

Serial No

these forms in the dft circular. The present circular does not guide the Health Officers & the Engineering Officers properly. This is very urgent. There is already a delay of 25 days to attend to this file.

3/11

24) Dft Circular to the RC the DPH. and the Chief Engineer of PWD as per the directions for approval.

25) Issued

8/11/53

To

1) The RC at Mysore

2) " CE of Mysore

3) " DPH

No. L 8008-30 dated 14.10.53 calls for information

See A-157/10/53

8/11

From

The DPS at Mysore B Cmd

No. AC1-16-288 dated 26/28-10-53

Sends the forms for Quarters & Officers Establishment as the PH Dept.

26) The Circular is Secretary Changed as instructed to avoid delay in having to wait for replies from other addressees

27) The Dft Circular is for approval

3/11

Secy dept)

Ex 3/11/53

3 NOV 1953 GOVT OF MYSORE PUBLIC DEPARTMENT

4687/mc

Maintenance of Diaries 9

OFFICE OF THE MINISTER FOR PUBLIC HEALTH & LOCAL-SELF GOVERNMENT
4 - OCT 1953
No 3686

16 OCT 1953
DEPARTMENT

The circular is self explanatory for perusal before issue—

Yes 4/11

Munnelly

15/11/53

Yes 16/11

Circular No C.11x60 – Ref from [illegible]
127-53 2 D) dt. 7/53

To
1) The Comm., C.C.B.
2) " Chairman all I.T.S., B'ham
3) " Do — Nigeria
4) " Comm., Nyasa. N.R.
5) " " — Dom. & Col. N.R.

B- 11/10/53

SMA 15/12

Appendix F G—1]

SUBJECT .....

.....

.....

Diary No of letter replied to .....

General and Revenue Secretariat
( )
the 195 .

Date of issue .....

Signed by

List of enclosures .....

Copied by .....

Examined by .....

3 Copies

Section

File No

Serial No

No. 5343-44/30-7-53

To

1) The Commissioner
Corporation of Bombay
Bombay

2) The Dy. Commr.
Corporation of Madras
Madras

Sir,

I am directed to request you kindly to certificate whether the Commissioner, the Health Officer and the Engineer officer of the Corporation are required to maintain

WD 01416—GPE—3000—11-10-52

Diaries of the work done
by him day to day. If so,
it be the form in which
they are to be maintained
and the Rules and procedure,
if any, prescribed on this
behalf may please be
sent for reference.

Yours faithfully,

23/7

For L.S.G. Secy,

Rao
21/7/53.

the procedure applic
there may please
intimated

WS
29/7/53

Mysore Government

L. 5343-44 30th July 53

The Asst.
To L.S.G. & Planning Departments

The Commissioner,
Corporation of

Sir,

I am directed to request you kindly to intimate whether the Commissioner, the Health Officer and the Engineer Officer of the Corporation are required to maintain Diaries of the work done by them day to day. If so, the procedure adopted there may please be intimated.

Yours faithfully,

(V. Hanumanthappa)
Asst. Secretary to Government,
L.S.G. & Planning Departments.

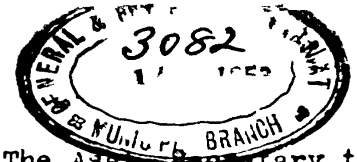
G D III 385
3 000—Feb. 1953.

2355 5/91 1/6

From

Sri V. N SUBBARAYAN,
Commissioner, Corporation of Madras

To 4



The Assistant Secretary to Government
of Mysore,
L S G & Planning Departments,
Government of Mysore.

L.Dis 1844
G D./ C. No A 10- of 1953 , dated 5-8-53.

Enclosures

Sir,

A/18 -MAS

Subject — Corporation of Madras - Officers-Diaries of the work done day to day - Maintenance of

Ref Your letter No L 5343 - 44/29-7-53

The Commissioner Corporation of Madras as the Chief Executive Officer is not expected to maintain a diary of the inspections made by him for the information of any higher authority Heads of departments and Assistant Officers of the Corporation maintain diaries of the daily inspections made by them which they submit to the Commissioner every week There is no statutory provision for the submission of these diaries by the officers except the executive instruction of the Commissioner that such weekly diaries should be submitted to him by the officers and the Assistant Officers.

N Sankaran 5-8

Ms.5/8

For Commissioner

5/8

BMPP [redacted] 250,000. 1

3409 BRANCH

BOMBAY MUNICIPAL CORPORATION.

No. MM/153 of 195 -195

Date MAY 195 3.

To

The Secretary
to the Government of Mysore,
Local Self Government & Planning Department,
BANGALORE

MAS

Subject -Maintenance of Diaries

---

24 MAY 53

Sir,

Reference Your letter No.L.5343/44 of 30-7-1953

The Municipal Commissioner is not required to maintain a diary for the day to day work, but Special Engineer and Health Officer maintain diaries showing main items of work and outdoor visits etc

Yours faithfully,

Daruvala

(J K Daruvala)
Dy Municipal Commissioner

GKC 19/8

Mysore Government
~~xxxxxxxxxxxxxx~~/
Municipal Branch

L. 8028-30 14th Octr. 53

The Asst.

To L.S.G. & Planning Departments

Sir,

I am directed to request you to be so good as to intimate the form prescribed for submission of diaries by the Executive and Touring Officers and Subordinates in your Department.

2. The matter may kindly be treated as urgent.

Yours faithfully,

(V. Anuranthappa)
Asst. Secretary to Govern ent,
L.S.G. & Planning Departments.

LNS.4.12/10.

No AC 1-10228 DIRECTOR OF PUBLIC HEALTH IN MYSORE
Encl etc BANGALORE

4687 30 OCT 1953 MUNICIPAL BRANCH

Dated, the, 26th October 1953
28

To

The Assistant Secretary to Government,
L S G & Planning Departments,
Bangalore

Sir, CH 127-53-1

MAS

With reference to your letter No L 8028-30 dated 14th October 1953, requesting to intimate the form prescribed for submission of Diaries by the Executive and Touring Officers and subordinates of this Department, I enclose herewith a copy of the form that is in use for the Health Officers, Medical Officers of Health of Secondary Centres and Assistant Medical Officers of Health of Primary Centres The same form is used by all the three Officers for the submission of diaries

Yours faithfully,

J Chandrasekhara
DIRECTOR OF PUBLIC HEALTH 28/10

pl Bgm person

HGN
29/10

GOVERNMENT OF MYSORE

DEPARTMENT OF PUBLIC HEALTH

Part A—VI

Abstract of work done by ... FOR THE MONTH OF,.. 195

I (1) Date of submitting the advance programme

(2) No. of days of tour programmed

(3) No of days actually toured

(4) No of days camped outside headquarters

II No of villages visited—

(*a*) No of roadside villages

(*b*) No of interior villages

III No of Health Centres inspected—

(*a*) Routine

(*b*) Surprise

(*c*) Annual

(*d*) Clinics visited

IV No of Municipalities inspected during the month

No of Municipalities inspected during last month

V (1) No of Factories inspected during the month

(2) No of Factories inspected during last month

VI No of village births and deaths registers checked

VII No of V S check registers seen in taluk offices

VIII No of Vaccinations inspected—

(*a*) primary

(*b*) re vaccination

IX No of State vaccination registers checked

X No of Schools inspected—

(*a*) Primary

(*b*) Middle

(*c*) High

(*d*) No of talks given

(*e*) School health service activities

XI No of cases of village extension, shifting, lay-out etc) disposed

XII No of meetings and Conferences held or attended—

(a) Primary Health Centre

(b) Secondary Health Centre

(c) District

(d) Non Departmental

XIII No of fairs and festivals—

(a) Requisitions sent for notification

(b) Notified

(c) Held

(d) Prohibited

XIV Public Health Act and other regulations—

(1) No of notices issued

(2) No complied with

(3) No withdrawn

(3) No prosecuted

(5) No convicted

(6) No acquitted

(7) Fines imposed

XV Communicable Diseases—

(1) No. reported

(2) No. investigated personally

(3) No of places recommended for declaration under Public Health Act

XVI Malaria Control—

(1) No of villages test checked for spleen rates

(2) No of villages checked during spraying

XVII Maternal and Child Health—

XVIII Rural Sanitation—

XIX Health Education—

XX Laboratory Work—

XXI Progress of investigations

XXII Any other work performed—

STATEMENTS OF INSPECTION

No	*Name*	*Date of visit*	*Date of last visit*	*Time spent*	*Date of sending the inspection report*
I—Municipalities					
1					
2					
3					
4					
5					
II—Factories					
1					
2					
3					
4					
5					
III—Health Centres					
1					
2					
3					
4					
5					
IV—Villages					

L 11260-64

"D R A F T" C M 127-53-2

8-12-53

C I R C U L A R

10 copies

Maintenance of Diaries by all Executive Officers showing main items of work done and their out-door visits is a wholesome practice which the Manual of Circulars and Standing Orders engoins on them This system is strictly in vogue in all the Departments of Government But being Diaries are not maintained by Officers in the Municipalities and Trust Boards though the nature of duties performed by them no less needs keeping a similar record of the day to day work done by them Government therefore wish to impress the necessity of maintaining diaries by Officers working in the Corporation, and the City Municipalities and the Officers of Trust Boards of Mysore and Bangalore and issue the following instructions in this regard -

1 The Diaries of Heads of Departments working in the Corporation and the City Municipalities should be submitted monthly to the Commissioner and in the case of Trust Boards to the Chairman

2 The form of the Diary should as far as possible conform to the pattern given in appendix "A"

3 The Subordinate Officers should submit their Diaries to the respective Heads of Departments

4 In no case should the submission of the Diary be delayed beyond the 5th of the suceeding month

5 The Commissioner, theChairman and the heads of Departments should themselves scrutinise the Diaries immediately on receipt The Heads of Departments will forward the Diaries of their subordinates after scrutiny with their remarks to the Commissioner or the Chairman as the case may be before the 10th of the month

In the General Departments the Diaries to be submitted by Officers of the Corporation and Public Health Department may be on the forms prescribed for officers of the corresponding Depts of Govt with such modifications as may be necessary to suit the Local conditions The form finally adopted may be sent to govt for info

6 Whenever any subject is deemed important enough to need following up, a separate communication should be addressed, a mere mention of it being made in the Diary

7 The Commissioners of the Corporation and the City Municipalities as well as the Chairmen of the Trust Boards will also send their Diaries to the Secretary to the Government, L S G & Planning Departments, before the 5th of the month following in the form given in Appendix "B"

8 The original copy of the Diary maintained by each Officer is an official document and ought to form part of the records of the office, which should be handed over to the incoming officer on transfer

9 All the remarks passed on the Diaries should be communicated to the officers concerned for their guidance

4/11/52

Secretary to Government,
L S G & Planning Departments

To

The Commissioner, Corporation of the City of Bangalore
" Chairmen, City Improvement Trust Boards of Mysore and Bangalore
" Municipal Commissioners of Mysore & Davangere City Municipalities (through Presidents)

21/11/52

Appendix 'A'

13

FORM OF DIARY

1 Diary of Sri

2 Designation

3 Name of the ~~Municipality~~ Office

For the month of 19 (to be submitted before the 5th of the succeeding month)

Date	Place visited	Nature of work done (summarise briefly and intelligently reserving details for the respective files or for a special report)

ABSTRACT OF THE DIARY (TO BE PUT UP ON THE FACING SHEET OF THE DIARY

	Assessed taxes	Tolls	Octroi	Other miscellaneous dues
1 D C B of taxes and other dues —				
1 Opening balance of arrears				
2 Demand taken to A/c during the month				
3 Total				
4 Collections				
5 Closing Balance				
2 (i) Amount to be recovered at the beginning of the month as per audit objection				
(ii) Amount objected to during the month				
(iii) Total				
(iv) Total amount recovered during the month				
(v) Balance at the end of the month				
3 Petitions —				
(i) Number of petitions with the ~~Executive~~ Officer at the beginning of the month				
(ii) Number received during the month				
(iii) Total				
(iv) Number enquired into and report submitted to the President / Council / W&S Clg Dept				
(v) Balance at the end of the month				
4 Records —				
(i) Number of records pending at the beginning of the month with ~~the Executive Officer~~				
(ii) Number of records received during the month				
(iii) Total				
(iv) Number of records attended to and submitted to the President during the month				
(v) Balance pending with ~~the Executive~~ Officer at the end of the month				
5 Number of unauthorised constructions detected by the ~~Executive~~ Officer during the month and reported to ~~the~~ President —				
6 (i) Number of distraint warrants with the Executive Officer at the beginning the month				
(ii) Number of distraint warrants received during the month				
(iii) Total				
(iv) Number of distraint warrants executed during the month				
(v) Balance at the end of the month				
7 Number of octroi smuggling cases detected and reported ~~to the President~~				

WD 3311—GPB—200—6 9 52

GOVERNMENT OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No L 7984 8101—Ml 10 52 49 *Dated Bangalore, the 25th August 1952*

CIRCULAR

It is brought to the notice of Government that Executive (Chief) Officers employed in certain Town Municipalities have not maintained diaries of their work done, on the ground that the procedure of maintaining diaries is not in vogue Having regard to the nature of work and duties entrusted to the Executive Officers, it is considered necessary that they should maintain diaries and submit them to the Presidents of the Municipalities before 5th of every month, in the model form appended

With a view to systematise the submission and scrutiny of diaries, the following instructions are laid down —

The diary should in no case be delayed beyond the 5th of the succeeding month It should ordinarily be a record of day to day work done, and inspections made and its scrutiny should ordinarily be limited to seeing that adequate work has been done and that intelligently

The diary should invariably be scrutinised by the President himself immediately on receipt and forwarded to the Deputy Commissioner of the District within 10th with remarks thereon by the President The Deputy Commissioner should put up a consolidated review of the District and send a copy to the Commissioner for Local Self Government in Mysore, for information

Whenever any subject is deemed important enough to require following up, a separate communication should be addressed, a mere mention of it above being made in the diary

The original copy of the diary maintained by each officer is a municipal document and ought to form part of records of the office and it should be handed over to the incoming Chief (Executive) Officer

All the remarks passed by the President and the Deputy Commissioner should be communicated to the Executive Officer for guidance

Instructions given above should be strictly observed

A S KHALEEL,

Secretary to Government,
Local Self Government Department

To—The Commissioner for Local Self Government in Mysore
The Deputy Commissioners of Districts
The Controller State Accounts Department
The Presidents of Town Municipal Councils

Exd —T N S

APPENDIX "B"

Form of Diary.

I

1 Diary of Sri

2 Designation

3 Name of the office

For the month of 19 (to be submitted before the 5th of the succeeding month)

Date	Place visited	Nature of work done (summarise briefly and intelligently reserving details for the respective files or for a special report)

II

Sl No	Items	No pending at the beginning of the month	No recd during the month	Total	No disposed of	Remarks
1	2	3	4	5	6	7
1	References from Govt					
2	References from subordinate & coordinate offices					
3	Petitions					
4	Periodical reports and returns					
5	Other categories of business, if any (each item to be entered separately)					

Inspection

Office under immediate charge
(a) Frequency of inspection
(b) Duration of inspection

Place
Date

Signature
and Designation

21/11/53

GOVERNMENT OF MYSORE

[illegible] - 6c/6H/[illegible]-53-7 [illegible] Secretariat,

Dated, Bangalore [illegible]

ENDORSEMENT

6. [illegible] subject is deemed important enough to need follow up, a note pointing out the omission should be addressed, a note [illegible] of it being made in the diary.

7. The Commissioners of the Corporation and the City Municipalities as well as the Chairmen of the Trust Boards will also send their diaries to the Secretary to the Government, Local & Planning Departments, before the 5th of the month following, in the form given in appendix "A".

8. The original copy of the diary maintained by each officer is an official document and ought to form part of the records of the office, which should be handed over to the incoming officer on transfer.

9. All the remarks passed on the diaries should be communicated to the officers concerned for their guidance.

(Thirumalachar Mopanna)
for Secretary to Government,
Local & Planning Departments

To

The Commissioner, Corporation of the City of Bangalore, (thro'the [illegible]
" Chairman, City Improvement Trust Board, Bangalore,
" Chairman, City Improvement Trust Board, Mysore,
" Municipal Commissioner, Mysore City Municipality, (thro'the
" Municipal Commissioner, Davangere City Municipality, Davangere)

LSG.10.21/11.

Appendix 'A'

FORM OF DIARY.

1. Diary of ori .. ..

2. Designation .. ..

3. Name of the office ..

For the month of ..... 19 (to be submitted before the 5th of the succeeding month.)

Date	Place visit d ..	Nature of work done (summarise briefly and intelligently reserving details for the respective files or for a special report.)

ABSTRACT OF THE DIARY (to be put up on the facing sheet of the Diary)

	Assessed Taxes	Octroi	Other Miscellaneous dut
1. D.C.B. of taxes and other dues -			
i) Opening balance of arrears			
ii) Demand taken to account during the month.			
iii) Total			
iv) Collections			
v) Closing balance			
2.(i) Amount to be recovered at the beginning of the month as per audit objection.			
(ii) Amount objected during the month.			
(iii) Total			
(iv) Total amount recovered during the month.			
(v) Balance at the end of the month			
3. Petitions.-			
(i) Number of petitions with the Officer ~~xxx~~ at the beginning of the month.			
(ii) Number received during the month			
(iii) Total			
(iv) Number enquired into and report submitted to President/Commissioner/ Head of the Department			
(v) Balance at the end of the month			
4. Records.-			
(i) Number of records pending at the beginning of the month			
(ii) Number of records received during the month			
(iii) Total			
(iv) Number of records attended to and submitted			
(v) Balance pending at the end of the month			
5. Number of unauthorised constructions ~~xxxx~~ detected during the month and reported.			

6. (1) Number of distraint warrants with the officer at the beginning of the month
(ii) Number of distraint warrants received during the month
(iii) Total
(iv) Number of distraint warrants executed during the month
(v) Balance at the end of the month.

7. Number of octroi smuggling cases detected and reported.

******

(V. Ramunathaya, a)
for Secretary to Government,
L.S.G. & Planning Departments.

L.S.10.21/11.

Annexure "B"

Form of Diary.

I

1. Diary of work ..
2. Headquarters ..
3. Name of the officer

For the month of .... 19 .. (to be submitted before the 5th of the succeeding month.)

Date	Place visited	Nature of work done (summarise briefly and intelligently reserving details for the respective files or for a special report.)

II

Sl. No.	Items	No. pending at the beginning of the month	No. received during the month	Total	No. disposed of.	Remarks
1.	References from Govt.					
2.	References from subordinate and coordinate offices					
3.	Petitions					
4.	Periodic Reports and returns					
5.	Other categories of business (each item to be entered separately)					

Inspection.

Office under immediate charge .....
(a) Frequency of inspection .....
(b) Duration of inspection .....

Place
Dated

Signature .....

and Designation .....

***** [signature]
(Venkatachalapathi)
for Secretary to Government,
L. S. & Planning Department.

L.S.10.21/11.